

CCS Administrative Procedure

5.05.05-G High School (HS +) to College Tuition & Fees

Implementing Board Policy [5.05.05](#)
Contact: Chief Financial Officer, 434-5275

1.0 Purpose

CCS may determine, shall charge to, and collect tuition fees and services and activities fees, and other fees from students registering for any quarter ([RCW 28B.15.100 \(1\)](#)). This procedure establishes the process to set tuition and fee charges for High School + (HS+) students enrolled in college level, credit bearing courses. The tuition and fees established in this procedure are intended to remove financial barriers and to provide a college transition pathway for adult students at least 18 years old who are pursuing their high school diploma.

2.0 Limitations and Requirements

- 2.1 The State Board for Community and Technical Colleges (SBCTC) requires that all tuition and fees be charged on a uniform and equitable basis and that as a condition of enrollment, all state-funded students must pay tuition and fees, unless tuition and fees have been reduced or waived by other rules or statutory provisions (see [RCW 28B.15](#); [WAC 131-28](#); [RCW 28B.15.069\(5\)](#); Community College Tuition and Fee Waivers and Residency Classifications).
- 2.2 The High School+ (HS+) program, is for adults 18-years-old and older who do not have a high school diploma. The HS+ program combines credit for previous experience, competency-based options, and high school courses. HS+ is designed to recognize the knowledge, skills, and abilities that adults have gained from life, work, and academic experience. Students follow a customized educational plan and advance as they meet required competencies. HS+ gives adults the opportunity to earn a diploma so they can move forward with their educational and career goals. The HS+ program serves as a foundational component of the “Guided Pathways” framework. HS+ College is a component of HS+ which allows students to enroll in college-level, credit bearing courses to meet high school diploma requirements.
 - 2.2.1 HS+ students are charged the Basic Skills – Basic Education for Adults (BEa) quarterly tuition rate set by the SBCTC. The current Basic Skills tuition rate for BEa programs is \$25.00 per quarter unless the student is granted a waiver. See procedure 5.05.05-B, Basic Skills Waiver.
- 2.3 Separate from HS+ enrollment and the tuition/fee rate referenced in 2.2.1 above, this procedure uses the statutory provision of [RCW 28B.15.100\(1\)](#), for CCS to set tuition and fee charges for HS+ students enrolled in college level (HS+ College), credit bearing courses. To be eligible:
 - 2.3.1 Students are enrolled in the HS+ program;
 - 2.3.2 Students are designated as HS+ students and receive support from college faculty and staff (e.g., counselors, pathway specialists, instructional faculty, etc.) throughout the program. College course options are designed to provide clear transition pathways for students while they are completing their high school diploma;
 - 2.3.3 The tuition and fees rate is \$0.00 per college level credit, for up to ten (10) cumulative college level credits in the HS+ program.

3.0 Enrollment and Registration

- 3.1 Prior to registering for a college level course, the student should consult with a counselor, pathway specialist, student affairs/enrollment staff or other counseling and enrollment staff for assistance with the college registration and enrollment process.
- 3.2 Quarterly, the college registration office will send the list of approved HS+ College students eligible for the \$0.00 tuition rate to the CCS Student Accounting Office. The list should identify each student by academic quarter, student name, student ID, and course ID(s). Registration should not include HS+ College students who have reached their ten (10) credit maximum for the special tuition and fees rate.
 - 3.2.1 Student Accounting will remove the regular tuition and fees charges to reflect the \$0.00 per credit charge for the approved courses.
 - 3.2.2 Waiver code W32 is used to remove the tuition and fee charges for the approved course enrollments.

4.0 Related Information

- 4.1 [RCW 28B.15.100\(1\)](#) - Tuition and fees set by individual institutions – Limitations.
- 4.2 Presentation – High School (HS+) to College Transitions (June 2023)
- 4.3 CCS Resolution – 24-01

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